

# GUARDIAN FINANCE AND ADVOCACY SERVICES

## ACCOUNTING SPECIALIST

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**Position:** Accounting Specialist

**Responsible to:** Director of Finance and Administrative Services

**Employment Status:** Full-time

**General Description:** The Accounting Specialist, under the supervision of the Director of Finance and Administrative Services, performs a variety of accounting functions following generally accepted accounting principals.

**Specific Responsibilities:** The person in this position will handle a variety of accounting functions including but not limited to the following duties:

- Assist in the preparation of mandatory client reporting including inventories, annual accountings, payee reports, etc.
- Prepare monthly reconciliations
- Assist in the preparation of monthly financial and management reporting
- Prepare weekly client and corporate deposits
- Provide back-up for accounts payable
- Provide back-up for contract billings
- Provide back-up for client payment processing
- Assist in providing statistical / financial analysis of data
- Participate in the external auditing process
- Other duties/projects as assigned

**Qualifications:**

- Bachelors degree in Business, Accounting preferred, with 3-5 years of relevant experience.
- Experience with computerized accounting systems, word processing, spreadsheets, and relational databases. QuickBooks and Excel knowledge a plus.
- Ability to handle multiple tasks and prioritize such tasks.

- Excellent organizational, analytical, and communication skills.